

COST CONTAINMENT TRAINING

Individual Community Living Budget and Cost
Comparison Budget Processing

Presented by
Cheryl Waltermire, Assistant Director of BDDS
January 6, 7 and 9

AGENDA

- Announcements
- Review of Cost Containment and Other Waiver/ICLB Changes
- Service Definition Review
 - Case Management
 - Residential Habilitation and Support (RHS)
 - 1:1 and 24/7 supervision
 - Community Habilitation and Participation (CHP)
 - Independence Assistance Services (IAS)
 - Adult Foster Care/Children's Foster Care (AFC/CFC)
 - Behavioral Support Services (BMAN/BMN1)
 - Person Centered Planning Facilitation Services (PCP)

Agenda (continued)

- ICLB and CCB Form Changes
- Guidelines and Justifications
- Exception Review Team
- Effective Dates and Budget Submissions
- Upcoming Changes
- Summary
- Question and Answer

Announcements

- Effective Date for changes is now March 1, 2004
- CHPI will remain as a service, but will have a hard cap of 25 hours per month
- Service Planners will be required for Support Services Waiver effective March 1, 2004
- New patch for INsite available January 12.
- New ICLB available February 1.
- T05 Revised budgets still due January 16th

Review of Cost Containment and other Waiver/ICLB Changes

Effective March 1, 2004:

- CETA will be eliminated for DD, Autism, Support Services Waivers and ICLBs
- CHPI will be capped at 25 hours per month for Autism and DD waiver and ICLB and the service definition will be strictly followed.
- IAS service will be changed from billing monthly lump sum of \$750 and \$1000 to billing \$6.13 per quarter hour of service, with maximum of 30 hours per month

Review of Cost Containment and other Waiver/ICLB Changes (cont.)

- AFC/CFC Rate changes from monthly to daily rates as follows (CFC for ICLB only):
 - Level 1 = \$49.32/day
 - Level 2 = \$73.97/day
 - Level 3 = \$98.63/day
- Person Centered Planning Facilitation is available as a service (for DD, Autism and Support Services Waiver only)
 - A maximum of 3 hours per year can be billed for preparation of an Initial/Annual at \$9.56 per quarter hour
 - A maximum of 3 hours per year can be billed for preparation of updates at \$9.56 per quarter hour

Review of Cost Containment and other Waiver/ICLB Changes (cont.)

- RHS Daily Rate (RHSD) will no longer be a billable service for DD and Autism Waivers or ICLB effective March 1, 2004
- RHS 3 will be limited as follows:
 - 1 person setting -- average of 18 hours per day per household
 - 2 person setting -- average of 30 hours per day per household
 - 3 person setting -- average of 40 hours per day per household
 - 4 person setting -- average of 50 hours per day per household

Service Definition Review

CASE MANAGEMENT

Case Management Services include:

- Compliance with requirements of 460 IAC 6 and 7
- Monitoring of service delivery and utilization via telephone calls, home visits, team meetings
- Monitoring individual satisfaction and service outcomes
- Monitoring EDS paid claims
- 90 - day reviews
- Ensuring completion and monitoring of Person Centered Plan and Individualized Support Plan

Service Definition Review

CASE MANAGEMENT

- Developing annual Cost Comparison Budgets and updating as needed
- Incident Report completion, submission and follow-up
- Oversight and initiation of the Annual Assessment Process (Level of Care)
- Advocacy for the individual
- Coordination of Crisis Services
- File Maintenance

Service Definition Review

CASE MANAGEMENT

- Case Management services **do not** include:
 - Services delivered to an individual who does not meet eligibility requirements established by BDDS
 - Counseling services related to legal issues. Such issues shall be directed to the Indiana Advocacy Services, the designated Protection and Advocacy agency under the Developmental Disabilities Act and Bill of Rights Act, P.L. 100-146
 - Services for an individual who is related by blood or marriage.

Service Definition Review

RESIDENTIAL HABILITATION AND SUPPORT (RHS)

■ The following is an overview services within RHS:

- RHS1 – 35 hours or less per week
- RHS2 – QMRP, Only available with RHS1, limited to 10 hours per month
- RHS3 – 35 hours or more per week

■ The following define the setting limitations:

- 1 person setting = no more than 18 hours of RHS per day per household
- 2 person setting = no more than 30 hours of RHS per day per household
- 3 person setting = no more than 40 hours of RHS per day per household
- 4 person setting = no more than 50 hours of RHS per day per household

Service Definition Review

RESIDENTIAL HABILITATION AND SUPPORT (RHS)

- RHS includes the following activities:
 - Direct supervision, monitoring, training, education, demonstration or support to assist with:
 - Behavioral support plan implementation
 - Acquisition, improvement/retention of life skills
 - Assistance with meals
 - Shopping
 - Medical appointments
 - Running errands
 - Household care/chores
 - Leisure time activities and community exploration

Service Definition Review

RESIDENTIAL HABILITATION AND SUPPORT (RHS)

- RHS2 (QMRP) - Direct or indirect support of an individual to assist with:
 - Advocating for individuals with regard to the administration of entitlements/benefits
 - Development of Individualized Support Plans and monitoring the implementation of the plan designed to meet targeted outcomes

Service Definition Review

RESIDENTIAL HABILITATION AND SUPPORT (RHS)

RHS **does not** include:

- Services furnished to an individual by that person's spouse
- Services furnished to an adult individual by that person's parent or guardian may not total more than forty (40) hours per week
- The services of Adult Foster Care or Children's Foster Care are being furnished to the individual
- RHS1 may not exceed thirty-five (35) hours of service per week
- RHS services must be reflected in the Individualized Support Plan
- Services furnished to a minor by the parent(s) or step-parent(s)

Service Definition Review

RESIDENTIAL HABILITATION AND SUPPORT (RHS)

■ Documentation Standards

- Each staff member who provides uninterrupted, continuous service in direct supervision or care of the individual must make one entry. If a staff member provides interrupted service (one hour in the morning and one hour in the evening) an entry for each unique encounter must be made. All entries should describe an issue or circumstance concerning the individual. The entry should include complete time and date of entry and at least the last name, first initial of the staff person making the entry.

Service Definition Review

RESIDENTIAL HABILITATION AND SUPPORT (RHS)

- Note: The monthly budgeted amount for an individual may be flexible, but this must be indicated in the ISP.

Service Definition Review

RESIDENTIAL HABILITATION AND SUPPORT (RHS)

- Note: The hours on the service planner may be flexible, but this needs to be indicated in the Individualized Service Planner.

Service Definition Review

RESIDENTIAL HABILITATION AND SUPPORT (RHS)

DEFINING 1:1

- ***Intensive Staffing is meant to be a short-term intervention that will allow implementation of specific therapeutic interventions to bring about Behavioral change or resolution of a medical condition.*** Indicators for use of this intervention may include:
 - Continued assaultive or self-injurious behaviors for which less restrictive interventions have been ineffective in preventing serious injury to self or others
 - Actual suicide attempts.
 - A significant exacerbation of an existing behavior which poses a threat of significant harm to self-or-others.
 - Medical condition requiring frequent support, intervention or monitoring.

Service Definition Review

RESIDENTIAL HABILITATION AND SUPPORT (RHS)

■ 1:1 Staffing-Intensive

- Individuals requiring intensive staffing supports may require 1:1 staffing at all times
- The staff cannot be shared with another individual in the same home
- This may also occur when an individual cannot live with another individual and must live in his/her own home requiring 1:1 staffing
- Some examples would be due to intense maladaptive behavioral incidents, and these behaviors would deem the environment unsafe or dangerous

Service Definition Review

RESIDENTIAL HABILITATION AND SUPPORT (RHS)

■ 1:1 Staffing-Intensive (cont.)

- The individual may be assaultive, which would threaten the safety and security of another individual or staff. In this case the behavioral support plan would indicate this need and the process for reducing these behaviors
- 1:1 staffing may be needed when there are major medical needs, which require constant total care
- In this case consideration to reduce staff would be reviewed on a quarterly basis, or as soon as conditions improve

Service Definition Review

RESIDENTIAL HABILITATION AND SUPPORT (RHS)

■ 24 hour shared staffing-Non Intensive

- Individuals requiring non-intensive staffing would require 24 hour shared staffing or less.
- These individuals may need 1:1 during the course of the day for ADL's, specific programming and lifting or transferring.
- They may be able to independently relax or function while staff attends another individuals needs in the residence.
- The residence could have anywhere from one to four individuals.
- Team needs to evaluation needs (I.e. arms length, line of sight, etc.)

Service Definition Review

RESIDENTIAL HABILITATION AND SUPPORT (RHS)

■ Intermittent Staffing-Non Intensive

- Individuals requiring non-intensive staffing in this setting would require less than 24 hours of staffing
- They may at any given time of the day be without staff
- Can identify health and safety issues and has a means for getting help when needed
- The level of non-staffed hours should be determined by the individual support team, and evaluated on a quarterly basis or whenever change takes place which causes a significant health and safety risk
- Examples would be a hospitalization or a change in behavior

Service Definition Review

COMMUNITY HABILITATION AND PARTICIPATION (CHP)

- Community Habilitation and Participation includes:
 - Supervision, monitoring, training, education, demonstration, or support to assist with the acquisition and retention of skills in the following areas:
 - Leisure activities and community/public events
 - Educational activities
 - Hobbies
 - Unpaid work experience (i.e. volunteer opportunities)
 - Maintaining contact with friends and family
 - Obtaining housing and on-going management and maintenance of housing

Service Definition Review

COMMUNITY HABILITATION AND PARTICIPATION (CHP)

- Community Habilitation and Participation includes:
 - Training and education in self-determination designed to help individuals achieve one or more of the following outcomes:
 - Develop self-advocacy skills
 - Exercise civil rights
 - Acquire skills that enable the ability to exercise control and responsibility over services and supports received or needed
 - Acquire skills that enable them to become more independent, integrated or productive in the communities

Service Definition Review

COMMUNITY HABILITATION AND PARTICIPATION (CHP)

- Community Habilitation and Participation includes:
 - Counseling and assistance to obtain housing, including:
 - Identifying options for either rental or purchase
 - Identifying financial resources
 - Assessing adaptations and accessibility needs
 - Locating housing and planning for on-going management and maintenance of the home

Service Definition Review

COMMUNITY HABILITATION AND PARTICIPATION (CHP)

- Community Habilitation and Participation includes:
 - Services are delivered in the following ratios:
 - Individual services -- 1:1 ratio (1 individual to 1 staff) Individual activities must be provided on a 1:1 basis. It is not acceptable to have several individuals in a group with 1:1 staff. Instead, each individual should be participating in his or her own activity with appropriate staff.
 - Group services, community-based – 4:1 ratio (no more than 4 individuals to 1 staff)
 - Group services, facility-based – 8:1 ratio (no more than 8 individuals to 1 staff)

Service Definition Review

COMMUNITY HABILITATION AND PARTICIPATION (CHP)

- Community Habilitation and Participation **does not** include:
 - Services available through Vocational Rehabilitation
 - Leisure activities that are simply diversional and not therapeutic in nature
 - Activities that would normally be a component of a person's residential life or services are not allowed (i.e. banking, grocery shopping, medical appointments, running errands, etc.)
 - Services furnished to a minor by the parent(s) or step-parent(s) or by the person's spouse
 - Community based activities that are not in an integrated setting (staff is not included as a part of an integrated setting).

Service Definition Review

INDEPENDENCE ASSISTANCE SERVICES (IAS)

- IAS includes activities to monitor the continued acquiescence of skills and provide assurance that the identified programmatic structure developed with the individual for the basic protection of health and safety is being maintained
- 50% of the time must be in direct services
 - Indirect time may be included to adequately monitor the individual's skills
- Case Management should be limited to 3 hours per month

Service Definition Review

INDEPENDENCE ASSISTANCE SERVICES (IAS)

- Activities to provide monitoring and supervision include, but are not limited to, assurance of the following:
 - Appropriate handling of own finances, bank accounts, bill payment, etc.
 - Proper administration of own medication, attention to regular health care needs, seeking appropriate medical attention, etc.
 - Sustaining prescribed dietary plans and grocery needs
 - Maintenance of household care and responsibility
 - Acceptable personal care and grooming
 - Demonstration of appropriate self-direction and decision making skills

Service Definition Review

ADULT AND CHILDREN'S FOSTER CARE (AFC/CFC)

- Adult and Children's Foster Care include:
 - Room and Board
 - Personal care and services
 - Homemaker/chore services
 - Attendant care and companion care services
 - Medication oversight
 - Respite for the foster parent
 - Other appropriate supports as described in the Individualized Support Plan

Service Definition Review

ADULT AND CHILDREN'S FOSTER CARE (AFC/CFC)

■ AFC/CFC **does not** include:

- Services provided in the home of a caregiver who is related by blood or marriage, in any degree, to the individual
- Residential Living Allowance and Management Services
- Residential Based Habilitation Services

Service Definition Review

BEHAVIORAL SUPPORT SERVICES (BMAN, BMN1)

- Behavioral Support Services include:
 - Observation of the individual and environment for purposes of development of a plan to determine a baseline
 - Development of a behavioral support plan and any subsequent revisions.
 - Training in assertiveness
 - Training in stress reduction techniques
 - Training in the acquisition of socially acceptable behaviors
 - Consultation with team members
 - Consultation with HSPP
 - Documentation as required by 460 IAC 6

Service Definition Review

BEHAVIORAL SUPPORT SERVICES (BMAN, BMN1)

- Behavioral Support Services **does not** include:
 - Aversive techniques
 - Any techniques not approved by the Individual Support Team

Service Definition Review

PERSON CENTERED PLANNING FACILITATION (PCP)

- Person Centered Planning Facilitation Services includes:
 - Directing the PCP process to determine the individual's preferences, dreams, and needs
 - Assisting the individual and family to make decisions regarding meeting the individual's support needs
 - Recognizing how the individual makes decisions
 - Understanding and explaining service options and funding possibilities, including services available through community resources or natural supports that do not require funding

Service Definition Review

PERSON CENTERED PLANNING FACILITATION (PCP)

- Person Centered Planning Facilitation Services includes:
 - Maintaining focus of the team and completion of the Individualized Support Plan, based on the person centered planning process that meets the individual's needs at a reasonable cost
 - Explaining the individual's responsibilities
- Note: Case Managers **can** provide Person Centered Planning Facilitation Services